

Uniform Electronic Local Return and Remittance Advisory Committee

Meeting of November 10, 2005

MINUTES

The Uniform Electronic Local Return and Remittance Advisory Committee Meeting was held in the Griffon Room of the LaSalle Building in Baton Rouge, Louisiana, on Thursday, November 10, 2005, at 10:00 a.m.

Committee Members present were: Mr. Mark West, Chairman; Mr. Roy Austin; Ms. Cynthia Boudreaux; Secretary Cynthia Bridges and Mr. Henri Louapre were absent. Kenneth Comeaux attended in Secretary Bridges' stead.

Mr. Mark West declared the meeting duly convened and reviewed the minutes from the meeting held on July 13, 2005. It was moved by Mr. Austin, seconded by Ms. Boudreaux, and carried that the minutes be adopted.

In a meeting between Chairman West, Ms. Boudreaux, and Naomi Foret, the decision was made to send the first survey letter to local governments. Ms. Foret reported that twenty-one (21) responses have been received.

Based on the survey results, Chairman West drafted a second letter as a follow-up. It was suggested that a sentence be added to the letter stating that the survey be returned to the Department of Revenue. Another suggestion was to add Naomi Foret's name as a contact for obtaining an electronic copy. The decision was made to send the second (follow-up) letter with additions/corrections. Ms. Boudreaux will submit the revised letter to Ms. Foret, along with appropriate e-mail addresses, for sending the letter.

Ms. Boudreaux stated that she will make an address change for Mr. Austin and will confirm with Ms. Foret when the change has been made.

The possibility of inviting software vendors to a future meeting was explored, as well as the scope of their presentation and a general overview of the vendors' work. The Alabama Department of Revenue recently underwent a similar project, and they are pleased with the results. Chairman West has spoken with a representative from that Department to obtain additional information on their project. In addition, he has spoken with a representative from First Data, a software vendor.

The possibility of making a site visit to the Alabama Department of Revenue was discussed. Mr. Austin inquired about public meeting laws, and specifically, who can participate in the site visit. Mr. Comeaux stated that he will ask the Department of Revenue's Legal Division to research the requirements of open meeting laws and report their findings to Chairman West.

Based on the response from LDR's Legal Division, further discussion will be made regarding the solicitation of presentations from vendors and site visits.

Chairman West would like to review copies of sample Request for Proposals (RFPs). Mr. Comeaux commented that he has copies of contracts from several software vendors and will forward that information to the Committee. Further, Mr. Comeaux explained the open bid laws, stating that State bid requirements must be followed through the Division of Administration's Contractual Review Section. Mr. Comeaux strongly suggested that the Department of Revenue's Information Technology staff be included on the RFP evaluation committee. It was decided that, once the open bid laws have been reviewed, an invitation for bids would be submitted to Naomi Foret for posting on the UELRRAC webpage.

Project expectations from parishes, businesses, and bulk filers, was discussed. It was determined that certain assurances must be made that locals can handle ACH debit. Chairman West and Mr. Austin will obtain a better understanding of banking issues by meeting with Hibernia Bank representatives. Mr. Comeaux agreed to include staff from the Department of Revenue's Revenue Processing Center and Controllers Division at a future meeting to give a presentation on electronic filing (ACH payments).

It was suggested that parishes provide their input by attending future vendors' demonstrations, and Mr. Austin suggested that an invitation for comments be posted on the website, with the comments sent to Chairman West.

Mr. J. A. Cline with the Department of Revenue's Sales Tax Section, posed the question as to whether a notice regarding the project should be posted in the Louisiana State Register as a "Potpourri" Notice. Mr. Cline will check on the fees for posting such a notice.

Chairman West announced that the next meeting will be conducted during the LATA Conference, scheduled for December 6 – 9, 2005, at Cypress Bend Resort, in Many, Louisiana. He will provide notification as to the exact meeting date and time after receiving a time slot from Donna Andries. Mr. Comeaux will confirm that Secretary Bridges or a designee will attend the next meeting.

There being no further agenda items or public comments, it was moved by Mr. Austin, seconded by Chairman West, and carried that the meeting be adjourned.

Chairman West declared adjournment of the meeting at 11:35 a.m.

Respectfully submitted by:

Mark West, Chairman